

RESOLUTION 2020-03

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE HERITAGE ISLES COMMUNITY DEVELOPMENT DISTRICT DESIGNATING A RECORDS MANAGEMENT LIAISON OFFICER AND ADOPTING A RECORDS RETENTION SCHEDULE

WHEREAS, Section 257.36, Florida Statutes, creates the Records and information Management Program within the Division of Library Services of the Florida Department of State, (the "Program"), which is responsible for records management;

WHEREAS, the Heritage Isles Community Development District is a local government agency subject to the requirements of Section 257.36, Florida Statutes;

WHEREAS, Section 257.36, Florida Statutes, requires the Board of Supervisors to designate a Records Management Liaison Officer to serve as a point of contact between the District and the Program; and

WHEREAS, the District desires for the Records Management Liaison Officer to be an employee of the District Manager; and

WHEREAS, the District desires to authorize and require the District's records custodian to designate a Records Management Liaison Officer, which may or may not be the District's records custodian;

WHEREAS, Section 257.36, Florida Statutes, requires the District to establish and maintain an active and continuing program for the economical and efficient management of records;

NOW THEREFORE, BE IT RESOLVED AS FOLLOWS:

1. The Board authorizes and requires the District's records custodian to designate a Records Management Liaison Officer for the purposes of Section 257.36, Florida Statutes.
2. The Board adopts the State of Florida General Records Schedule GS I-SL, as amended from time to time, as its records retention schedule, to establish and maintain an active and continuing program for the economical and efficient management of records.
3. This authorization shall be continuing in nature until revoked by the Heritage Isles Community Development District.

Adopted by the Board of Supervisors this 15th day of January 2020.

Chairman

Copy to:
Division of Library and Information
Services
Florida Department of State
R.A. Gray Building
500 South Bronaugh Street
Tallahassee, Florida 32399-0250

Secretary